



## **COMPUTERIZED MAINTENANCE MANAGEMENT SYSTEM (CMMS) TECHNICIAN I/II**

### **Purpose:**

To actively support and uphold the City's stated mission and values. To plan for the Water Management Division's operational predictive and preventive maintenance and to schedule staff and equipment necessary to complete that work. To organize data and use the Computerized Maintenance Management System (CMMS) in order to yield and analyze operational management and costing information.

### **Distinguishing Characteristics:**

The CMMS Technician I is the entry-level class in the CMMS Technician series. This class is distinguished from the CMMS Technician II by the performance of more routine tasks and duties assigned to positions within the series related to providing maintenance management information and maintaining an efficient work order operation.

The CMMS Technician II is the full journey level class within the series. Employees within this class are distinguished from the CMMS Technician I by the performance of the full range of duties as assigned including more complex work assignments. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

Positions in these classes are flexibly staffed. Appointment to the CMMS Technician II level requires that the employee is satisfactorily performing the full range of duties assigned to the II level class, is off probation, and meets the minimum requirements for the class.

### **Supervision Received and Exercised:**

Receives general supervision from supervisory or management staff.

The CMMS Technician II may exercise some functional and technical supervision over Skill Based Pay staff and/or lower level and temporary staff as needed.

### **Examples of Duties:**

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

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Duties may include, but are not limited to, the following:

- Enter, maintain and update computerized digital records for the utilities associated with water production and distribution, wastewater collection, storm drains, and flood irrigation. Create and generate reports and provide technical information to Water Management Division staff, the general public, other City departments, and outside agencies including engineers, developers, designers, and utility companies.
- Create, distribute, track and resolve work orders based upon requirements from internal and external entities for work to be performed on water production and distribution and wastewater collection and treatment infrastructure; schedule staff and equipment necessary to carryout the predictive and preventive operational maintenance activities.
- Retrieve complaints from the website, create a work order and route personnel accordingly; initiate and answer phone calls to and from citizens, contractors, and field personnel requiring information stored within various databases; route incoming calls to the proper person as needed.
- Establish programs for the predictive and preventive maintenance of water production, distribution and wastewater collection and treatment infrastructure components based upon historical data of maintenance and use.
- Provide maintenance information to supervisors and teams as necessary.
- Train and assist plant and field personnel with computer usage with such applications as Hansen and Microstation.
- Retrieve and assign permits for work in public right of ways.
- Perform occasional field checks on water ,sewer, storm drain, plant and field site assets to accurately reflect this information in the appropriate database; may assist Crews in plants and field work as needed.
- Perform related duties as assigned.

**Experience and Training Guidelines:**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. The hiring department may include job related experience, training or license and certification preferences at the time of recruitment. A typical way to obtain the knowledge and abilities would be:

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**Experience:**

CMMS Technician I

Two years experience operating or maintaining water production, distribution or wastewater collection or treatment infrastructure, storm drain infrastructure and/or flood irrigation infrastructure, and some experience using computer applications.

CMMS Technician II

One year responsible experience in computer practices using a Computerized Maintenance Management System for a utility, AND two years operating or maintaining water production, distribution or wastewater collection or treatment infrastructure; storm drain infrastructure or flood irrigation infrastructure.

**Training:**

CMMS Technician I

Equivalent to the completion of the twelfth grade supplemented by training or course work in computer science, engineering, surveying, drafting, operations or maintenance of water production, distribution or wastewater collection or treatment infrastructure, storm drain or flood irrigation infrastructure or a related field.

CMMS Technician II

Equivalent to the completion of the twelfth grade supplemented by training or course work in computer science, engineering, surveying, drafting, operations or maintenance of water production, distribution or wastewater collection or treatment infrastructure, storm drain or flood irrigation infrastructure, or a related field.

**This position is included in the City's classified service, pursuant to City of Tempe Personnel Rules and Regulations, Rule 1, Section 103.**

**Job Code: 8287 / 8288**

**Salary Range: 18 / 23**

**FLSA: Non-Exempt**